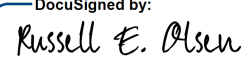




## Pollution Liability Insurance Agency Policy

<i>Report Standards and Guidance</i>	
<b>General Topic:</b> Programs and Technical	<b>Policy Number:</b> 5.04
<b>Contact:</b> Senior Hydrogeologist	<b>Effective Date:</b> July 1, 2023
<b>References:</b> <a href="#">Chapter 374-70 WAC</a> and <a href="#">Chapter 173-340 WAC</a>	
<b>Approval:</b>	DocuSigned by:  <small>1609GB043AB7449</small> Russell E. Olsen, Executive Director

### I. Purpose

This program policy establishes the standards necessary to ensure that all heating oil remediation completed under the **heating oil insurance program** (HOIP) meets the state's cleanup requirements. Standard reports also provide insureds with the necessary information to make informed decisions on cleanup options.

### II. Scope

This policy applies to all sites managed under PLIA's HOIP as defined under Chapter 374-70 WAC Heating Oil Pollution Liability Insurance Program.

### III. Definitions

**Online Community** - PLIA's cloud-based application and data system used by the agency's customers, and environmental consultants, or service providers to submit an application, documentation, report, process, and to look up project information.

**Technical Assistance Program** – Program that assists underground storage tank (UST) owners and operators with advice and guidance on petroleum cleanups.

**Scope of Work** - A report that provides the insured and PLIA with sufficient information to understand the extent of contamination at the Site. A detailed description should accompany the Scope of Work Report that explains the preferred remedy for the cleanup action and outlines the associated costs with the action. WAC 374-70-080(9)(a)

**Change Order** – A report that requests additional funding. Generally needed when additional information is required to further characterize a Site or lists additional costs beyond what was listed in the Scope of Work. Change Orders must be submitted before additional costs have been incurred. WAC 374-70-080(9)(b)

**Closeout Report** – Serves as a summary of all work completed at a Site. This summary is required to have a description of the completed remediation and must have attached supporting documentation such as boring logs, analytical laboratory sample results, photographs, cross section(s), and figures that are representative of actual site conditions. WAC 374-70-080(9)(d)

#### IV. Policy

Submitted reports should meet the following standards. Additional requirements for specific reports are included below.

1. Each submittal should be in a portable document format (PDF) file and include a brief narrative description of the work completed. Submittals should be limited in the number of PDFs.
2. **All site maps must be electronically generated.** Hand drawn maps will not be accepted. Maps must include the following references.
  - a. Compass Rose.
  - b. Property Boundaries.
  - c. Structures & Site Landmarks (e.g. location and representative shape).
  - d. Utility Lines.
  - e. Scale.
  - f. Legend.
  - g. Point of Reference.
3. If applicable, **cross-sections must be electronically generated** and include the following.
  - a. Representation of depth and shape of excavation in profile.
  - b. Obstructions (e.g., residential structure, utility lines, foundation, etc.).
  - c. Soil samples (depicted at the depth taken) that bisect line A-A' or are laterally within a reasonable distance of A-A'.
  - d. Soil sample locations should have the corresponding analytical results depicted on the cross-section.
  - e. All residual contamination that remains, if not removed during the remedial action.
  - f. Depth to regional groundwater, if known.
  - g. Scale.
  - h. Legend.
4. **Scope of Work** Report should contain the following.
  - a. A site map with:
    - i. Initial sample location(s), depths, and analytical laboratory results.
    - ii. Characterization sample locations, depths, and analytical laboratory results.
    - iii. Proposed excavation area.
  - b. The report explanation should address or include the following:
    - i. Outline of planned cleanup activities.
    - ii. Analytical laboratory sample results.

- iii. Boring logs.
  - iv. Local well log data from the Department of Ecology.
  - v. Site photos from the location of the heating oil tank and any other unique site-specific factors.
- c. If the insured is not an online community user, you must include a signed approval form.
- 5. **Change Order** should contain the following.
  - a. An updated Site map (if applicable) with the location of proposed soil samples, monitoring wells, or vapor pins. If the proposed work is on an adjacent property, then a completed site access agreement (signed and/or authorized by site owner) of that property must be included.
  - b. A written narrative detailing the need for supplemental funds and additional work to be completed.
  - c. Updated cost estimates.
  - d. Schedule of the proposed additional work.
- 6. **Closeout Report** is to include a detailed description of all work completed including, but not limited to, the following:
  - a. A narrative describing the sequence and details of all work completed at the site.
  - b. Updated site map of excavation including:
    - i. Locations of all samples with sample names and numbers labeled.
    - ii. Approximate property boundaries.
    - iii. Approximate cross-section line (A-A').
  - c. Electronically generated cross-section depicting the excavation.
    - i. A minimum of 5 confirmation soil samples:
    - ii. A minimum of 4 sidewall samples of the excavation pit, one from each of the excavation boundaries, collected at the depth of known petroleum contaminated soil (PCS). The depth where the sidewall samples are collected must be based on previous documented soil samples or field observations.
    - iii. A minimum of 1 bottom sample taken from approximately beneath the former underground storage tank (UST).
    - iv. Additional soil samples may be necessary depending on the size of the excavation.
  - d. Analytical laboratory sample results of all soil, groundwater, and vapor samples collected at the site.
  - e. Site photos taken during the excavation process which detail:
    - i. Extent of completed excavation at the Site.
    - ii. Removed UST and documented corrosion holes or suspected tank leak.
    - iii. Any complications (including utility lines) encountered during excavation or backfill.
  - f. Receipts for any products or services, such as weight tickets, certificates of disposal, completed disposal permit, backfill material source, complete analytical laboratory reports with sample analysis, any required sub-contracting work, etc.
  - g. Closeout Form signed by insured if the insured is not an Online Community user.

## 7. Groundwater

Groundwater contamination may need to be evaluated if a threat of exposure exists. Direct contact of PCS with groundwater is not the sole Site-specific factor that requires a groundwater evaluation. Groundwater assessment and remediation requirements should be discussed with the PLIA Site Manager prior to any groundwater sampling or characterization work.

The following items are general standards for groundwater exposure risks. Additional Site-specific exposure risks must be taken into consideration to determine if groundwater characterization is warranted.

- a. The presence or absence of groundwater must be explicitly indicated for each Site.
  - i. Based on site-specific information, further characterization of groundwater may be required.
- b. If groundwater is encountered during site characterization or remedial action, additional investigation will be necessary. Consult the PLIA Site Manager on how to proceed. Groundwater investigation may include, but is not limited to:
  - i. Grab samples taken from the pit (after pumping dry and groundwater has been observed to recharge).
  - ii. Reconnaissance samples collected from borings used as temporary monitoring wells.
  - iii. Installation of permanent groundwater monitoring wells.
    1. A minimum of three wells is generally required.
      - a. Wells should be appropriately located (i.e., one well upgradient, and two wells downgradient. Note: wells should not be installed in a straight line).
      - b. Additional monitoring wells may be required to adequately define the extent of contamination or establish compliance monitoring locations.
  - iv. A minimum of four quarters of groundwater sampling below MTCA cleanup levels for groundwater or two consecutive non-detects are typical performance standards.
  - v. If you encounter groundwater during boring activities or water filling in the excavation pit, a representative grab sample may be collected. Additional sampling may be required.

## 8. Additional Resources:

- a. Field Screening Methods (Section 5, [Guidance for Remediation of Petroleum Contaminated Sites](#), June 2016.)
- b. [Chapter 173-340 WAC Model Toxics Control Act](#)
- c. [Chapter 173-160 WAC Minimum Standards for Construction and Maintenance of Wells](#)
- d. [WAC 173-340-820 Sampling and Analysis Plans](#)

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- e. [WAC 173-340-830 Analytical Procedure](#)
- f. [WAC 173-340-840 General Submittal Requirements](#)
- g. [WAC 173-340-850 Recordkeeping Requirements](#)